

M e m o r a n d u m

Date: July 1, 2010

To: Central Division


From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Fort Tejon Area

File No.: 430.12228

Subject: SECOND QUARTER 202D AUDIT - AREA LEVEL

Per General Order 100.91, Search and Seizure Policy, the first quarter CHP 202D – Consent Search Audit was conducted. There was zero consent searches performed in Fort Tejon Area during the first quarter of 2010. Attached is the corresponding CHP 202M, CHP 202D Audit – Area Level.

Should you have any questions, please feel free to contact me at (661) 248-6655.



C. H. Whitty, #12228

Sergeant

Attachment

Safety, Service, and Security

INSTRUCTIONS: This form shall be completed for each quarter, as specified in General Order 100.91, Search and Seizure Policy. A photocopy shall be attached to the CHP 202D, Consent Search forms that are reflected in this audit. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary statement. The Summary statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall findings. If handwritten, this form shall be completed in blue ink.

1. TOTAL COUNT OF ALL CHP 202D'S

Total Number of Positive Find CHP 202D's	0
Total Number of Negative Find CHP 202D's	0
Total Number of Refusal to Sign CHP 202D's	0
Total Number of Unable to Sign CHP 202D's	0
Total Number of Consent Withdrawn CHP 202D's	0
TOTAL NUMBER OF ALL CHP 202D'S	0

☐ First Quarter

☒ Second Quarter

☐ Third Quarter

☐ Fourth Quarter

2. COMPLETION / ACCURACY

A. WERE ALL CHP 202D's FULLY COMPLETED AND LEGIBLE?

☐ YES ☐ NO

(1) IF NO, WHAT WERE THE DISCREPANCIES?

(2) WHAT CORRECTIVE ACTION WAS TAKEN?

B. DID ANY CHP 202D HAVE MULTIPLE SUBJECTS AND / OR LOCATIONS ON THE SAME CHP 202D?

☐ YES ☐ NO

(1) IF YES, WHAT CORRECTIVE ACTION WAS TAKEN?

C. WERE ALL CHP 202D's ACCURATELY ACCOUNTED FOR ON OFFICER'S CHP 415's?

☐ YES ☐ NO

(1) IF NO, WHAT CORRECTIVE ACTION WAS TAKEN?

D. DID THE PHOTOCOPIES OF THE CHP 202D's, WHICH RESULTED IN AN ARREST, CORRESPOND WITH THE APPROPRIATE CHP 202 / CHP 216?

☐ YES ☐ NO

(1) IF NO, WHAT CORRECTIVE ACTION WAS TAKEN?

E. WAS THE ORIGINAL CHP 202D ATTACHED TO THE APPROPRIATE CHP 202 / CHP 216?

☐ YES ☐ NO

(1) IF NO, WHAT CORRECTIVE ACTION WAS TAKEN?

F. WAS THE APPROPRIATE NARRATIVE ATTACHED TO THE CHP 202D's WHERE CONSENT WAS WITHDRAWN?

☐ YES ☐ NO

(1) IF NO, WHAT CORRECTIVE ACTION WAS TAKEN?

2. COMPLETION / ACCURACY (continued)

G. WERE ANY DISPROPORTIONATELY HIGH NUMBERS OF SEARCHES WITH A LOW NUMBER OF FINDS DISCOVERED?

☐ YES ☐ NO

(1) IF YES, WAS ACTION, IF ANY, TAKEN?

H. WERE ALL THE "REFUSAL TO SIGN", "UNABLE TO SIGN", AND "CONSENT DENIED" CHP 202D's PROPERLY MARKED ACROSS SECTION TWO OF THE CHP 202D?

☐ YES ☐ NO

(1) IF NO, WHAT CORRECTIVE ACTION WAS TAKEN?

I. WAS THE SUBJECT'S SIGNATURE OBTAINED ON ALL CHP 202D's WHERE CONSENT TO SEARCH WAS GIVEN?

☐ YES ☐ NO

(1) IF NO, WHAT CORRECTIVE ACTION WAS TAKEN?

J. WAS A SUPERVISORY APPROVAL OBTAINED ON CHP 202D's PRIOR TO REQUESTING CONSENT TO SEARCH?

☐ YES ☐ NO

(1) IF NO, WHAT CORRECTIVE ACTION WAS TAKEN?

3. SUMMARY

AUDITOR'S NAME / ID NUMBER

Sergeant M. Rhoades, #9242

SIGNATURE

DATE

COMMANDER'S NAME

C. H. Whitty, Sergeant

SIGNATURE

DATE

7/1/2010

M e m o r a n d u m

Date: June 11, 2010

To: Fort Tejon

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Fort Tejon Area

File No.: 430-02-12228

Subject: AMMUNITION AUDIT

On June 11, 2010, Sergeant Whitty conducted an ammunition audit in accordance with H.P.M. 70.8, Chapter 3. All Departmentally issued ammunition is secured as required and all transactions are documented as required.

The Fort Tejon Area currently has:

7,273 rounds of .40 Caliber
1,093 rounds of 00 Buckshot
1,423 rounds of 7/8 B&S
1,850 rounds of .223 Caliber

All ammunition removed from storage, returned to storage, and new shipments arriving, are properly documented on the CHP 269, Record of Ammunition Log. All ammunition used for weapons testing or training is properly recorded on the CHP 416, Monthly Record of Shoots. The audit of both these forms and the physical count of ammunition on hand, shows that all ammunition assigned to the Fort Tejon Area is accounted for.

C.H. Whitty
C.H. Whitty, #12228
Sergeant

Safety, Service, and Security

M e m o r a n d u m

Date: July 2, 2010

To: FT. TEJON AREA

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
FORT TEJON AREA

File No.: 430.A08782

Subject: MONTHLY FUEL AUDIT

1. THE FOLLOWING INFORMATION IS PROVIDED AS REQUESTED:

DATES 06-01-10 THROUGH 06-30-10

END	1994
START	3385
TOTAL	1391
TANK REFUELED	10448
END	7344
TOTAL	3104
GRAND TOTAL	4495
MISSING	0

2. TOTAL GASOLINE PUMPED IS 4495 GALLONS. THIS WAS VERIFIED BY THE PUMP READINGS AS WELL AS THE GALLONS PUMPED FOR THE MONTH. THEREFORE, NO FUEL IS UNACCOUNTED FOR DURING THIS REPORTING PERIOD.



RANDY MORGAN
AUTO TECHNICIAN II

OTW 7/2/2010

Memorandum

Date: May 11, 2010

To: Fort Tejon Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Fort Tejon Area

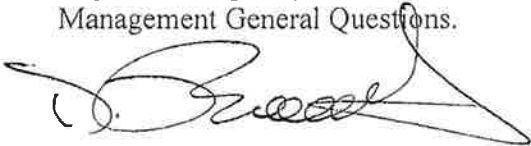
File No.: 430-9967

Subject: COMPUTER LAN AUDIT

On May 11, 2010, the Fort Tejon Area LAN Coordinator, Officer Soliz, conducted a computer inventory for the Area. All of the Area's computer equipment was accounted for.

The Area currently has 29 Gateway laptop computers which are assigned to Area personnel. These laptops are utilized as M.D.C.'s and have appropriate software and encryption installed for that purpose, all are accounted for. The Area has two grant computer laptops, which have been accounted for.

Officer Soliz has inspected the Area's computers and verified that all software is consistent with Departmental policy. Officer Soliz has completed the Table of Audit Information and Software Management General Questions.



D. Brooks, #9967
Sergeant

Safety, Service, and Security

5-11-10

Memorandum



Date: May 11, 2010

To: Fort Tejon Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Fort Tejon Area

File No.: 430.10047

Subject: SOFTWARE MANAGEMENT GENERAL QUESTIONS

Question #1

The LAN Coordinator for the Ft. Tejon Area is Officer Ruben L. Soliz, # 10047. His duties are as follows:

1. Password Control on the Area LAN.
2. Adding/Deleting LAN Users on all file servers installed by Division in the Area.
3. Adding /Deleting Mail Users on all file servers installed by Division in the Area.
4. Managing network printers.
5. File maintenance (monitoring file server to insure users are deleting obsolete files).
6. Provide training or tutoring as necessary.
7. Providing workstation support for Area (ensure workstations are configured properly trouble-shooting problems, etc.)
8. Provide first level support for all Area LAN users.
9. Acting as the single point of contact for all Lan-related problems/issues in the Area.

Question #2 and #3

There is no "special" software utilized in the Area at this time.

Question #9

The Area will adhere to Departmental policy as contained in H.P.M. 40.4, Chapter 10(10-1) and H.P.M. 11.2, Chapter 17 (17-3).


RUBEN L. SOLIZ, #10047
Officer

**CALIFORNIA HIGHWAY PATROL
TABLE OF AUDIT INFORMATION
SOFTWARE MANAGEMENT
GENERAL QUESTIONS**

Instructions for completing the form.

Please provide the following information:

Submitted by: **Officer Ruben L. Soliz 10047** _____

Division: **Central** _____

Area: **Ft. Tejon, 430** _____

LAN Administrator/Coordinator: **Ruben L. Soliz 10047** _____

Each item shall be answered. Except for #1 & #2, please provide a 'Yes' or 'No' answer to each question. Further explanation may be required on several questions in which case, separate sheet(s) may be added.

- Question # 1 - Self explanatory.
- Question # 2 - Provide a listing of 'special' software that you utilize for your 'business' applications, i.e... AUTOCAD, etc...
- Question # 3 - Do you keep track of the number of USERS that are utilizing the applications in your Area, Office?
- Question # 4 - Can you verify that the 'original' disk(s) or CD-ROM(s), are in the possession of the owner(s)?
- Question # 5 - For employees who have Internet access, do they have authorization to continue using the 'Software'? From whom?
- Question # 6 - Do employees take work home? Does anyone else? If so, how often?
- Question # 7 - Self explanatory.
- Question # 8 - If so, who and when installed on the workstation/laptop?
- Question # 9 - Self explanatory.
- Question # 10 - Do you plan on buying/developing any new/additional 'software' for the office?
- Question # 11 - Self explanatory.
- Question # 12 - Self explanatory.

CALIFORNIA HIGHWAY PATROL
TABLE OF AUDIT INFORMATION
SOFTWARE MANAGEMENT
GENERAL QUESTIONS

#	REQUEST	Yes	No	Comments
1	Who is your LAN Coordinator(s)? Provide a copy of duty statement(s).			HPM 40.4, Chapter 8, page 8-3
2	Provide a list of software used for special 'business' needs. List 'non-standard' software?			HPM 40.4, Chapter 10, page 10-1, HPM 11.2, Chapter 17, page 17-3
3	Do you maintain records of software (License Agreements) authorized by the Department for Divisionwide/Command use?		X	HPM 11.2, Chapter 17, page 17-3
4	Is 'unlicensed software' installed on work stations/laptops (copy-right laws) i.e.... screen savers/wall paper?		X	HPM 40.4, Chapter 10, page 10-2
5	Is there any ShareWare installed on or other non-licensed software downloaded from the Internet on employees' work stations/laptops?		X	HPM 40.4, Chapter 10, page 10-2
6	Are there any employees who take work 'home' from the office and have Department licensed software installed on their 'home' computer?	If yes, how often?	X	HPM 40.4, Chapter 10, page 10-3
7	Do you authorize employees to use their own laptops to perform departmental duties?		X	HPM 11.2, Chapter 18
8	Do you have any employees who have 'data encryption' tools installed on workstations/laptops?		X	HPM 40.4, Chapter 10, page 10-4
9	What process is in place to request any 'non-standard' software needed on the LAN? Who authorizes this request? How do you document authorization/approval? Do you consult with IMD before/after approval is granted?			HPM 40.4, Chapter 10, page 10-1, HPM 11.2, Chapter 17, page 17-3
10	Do you anticipate any software acquisitions in the immediate future?	If yes, when?	X	HPM 11.2, Chapter 17
11	Have you ever purchased software using the CAL-CARD?		X	HPM 11.2, Chapter 3
12	Have you ever acquired IT related services using 'X-Numbers'?		X	HPM 11.1, Chapter 22, page 16

M e m o r a n d u m

Date: May 11, 2010

To: Fort Tejon Area

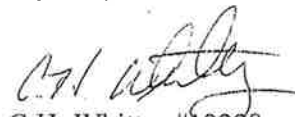
From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Fort Tejon Area

File No.: 430-01-12228

Subject: COURT FILINGS

On May 11, 2010, Sergeant Whitty conducted an audit of the Area's court filings. Sergeant Whitty selected 10 random cases from the Area's arrest log and instructed Officer Shuck, #15992, (Area Court Officer) to track all of these cases. Officer Shuck was able to locate all 10 cases in both the court's data base and the Area's Information System. Four cases had been adjudicated, two cases had gone to warrant, and four cases are still pending adjudication.

A review of all involved cases indicates that: each case was properly filed with the appropriate District Attorney's office, each report had been approved by an Area supervisor, each case had been logged into the proper court and assigned a case number by the District Attorney's office, and all court filings were appropriately tracked and all information systems were updated regularly.


C.H. Whitty, #12228
Sergeant*Safety, Service, and Security*Shuck
5-11-10

M e m o r a n d u m

Date: May 10, 2010

To: Fort Tejon Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Fort Tejon Area

File No.: 430-9967

Subject: ASSET FORFEITURE AUDIT

As of May 10, 2010, the Fort Tejon Area has no pending Asset Forfeiture cases. The last case, 2008-430-148, was closed on March 10, 2009. This case and all prior Asset Forfeiture cases for the Area have been closed and the amount issued to California Highway Patrol has been forwarded to Accounting Section.

All of the Area's required documentation is current and both the Asset Forfeiture Coordinator and the supervisor have received the mandatory training from Kern County District Attorney's Office.



D. Brooks, #9967
Sergeant

Handwritten initials and date:
Jed
5-10-10

Safety, Service, and Security

Memorandum

Date: June 10, 2010

To: Fort Tejon Area

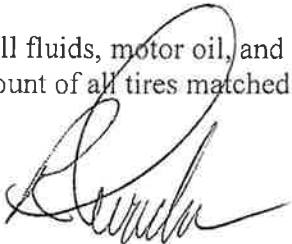
From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Fort Tejon Area

File No.: 430.9242

Subject: **SECOND QUARTER AUTOMOTIVE INVENTORY**

On June 10, 2010, an inventory of automotive parts and supplies was conducted. All inventory cards for automotive parts were found to be accurate with the computerized listing and physical count of parts on hand. Area has a minimum ninety,(90), day supply of all necessary automotive parts, fluids, and tires.

All fluids, motor oil, and radiator coolant were found to match inventory records. A physical count of all tires matched inventory records.



M.A. RHOADES, #9242
Sergeant

Safety, Service, and Security

JPW
6-18-10

Memorandum

Date: May 6, 2010

To: Fort Tejon Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Fort Tejon Area

File No.: 430.9279

Subject: REIMBURSABLE SERVICES AUDIT

On May 6, 2010, the Area's Reimbursable Services Agreements were reviewed. Officer P. Etchebarne, #16985, assisted the Commander with the program review. All procedures, agreements and related documents were determined to be in compliance with Department policies and procedures listed in HPM 11.1, Administrative Procedures Manual.



J. R. ODOM, Lieutenant
Commander
Fort Tejon Area

Safety, Service, and Security

M e m o r a n d u m

Date: July 7, 2010

To: Fort Tejon Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Fort Tejon Area

File No.: 430.9242

Subject: **CALCARD, "X" NUMBERS AND CONTRACT AUDIT**

On July 7, 2010, an audit was conducted of the Fort Tejon Area's CalCard, "X" Numbers, and Purchasing Contracts to ensure their proper usage. The audit was conducted by Sergeant Rhoades.

Pre-Approval of Expenditures: The commander pre-approves purchases prior to the transaction to ensure the purchase is in keeping with departmental policies and procedures. Procedures to ensure the proper usage of "X" Numbers and Purchase Contracts are in compliance with HPM 11.2 - Materials Management Manual.

ACTION: None.

Written Procedures: Written local procedures for pre-approving credit card purchases are contained in the Area's S.O.P. Current CHP 317A's are maintained in Area files.

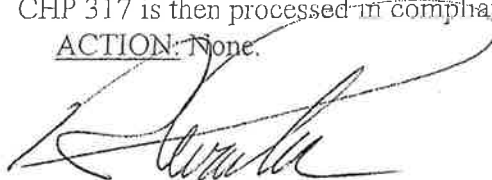
ACTION: None.

Physical Security of Credit Cards: The audit confirmed the credit cards are secure from damage, loss and/or theft. OSS I Cindy Williams, #A4614, and Officer M. Ehly, #10662, are the current authorized card holders. On March 27, 2010, Officer Ehly passed away. Area is in the process of obtaining approval for a new authorized card holder.

ACTION: Obtain approval/authorization for new Cal-Card holder.

Review and Approval: The commander reviews the monthly CalCard expenditures for verification of pre-approval and compliance with departmental policies and procedures. The CHP 317 is then processed in compliance with departmental policies and procedures.

ACTION: None.



M.A. RHOADES, #9242
Sergeant

Safety, Service, and Security